



State of Idaho

DIVISION OF HUMAN RESOURCES

Executive Office of the Governor

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Governor
JUDIE WRIGHT
Administrator

Idaho Personnel Commission
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August 20, 2008

MEMORANDUM

TO: Executive Branch Agency Directors

CC: Agency HR and Fiscal Officers
Keith Bybee, Budget Analyst, LSO
Eric Milstead, Principal Legislative Research Analyst, LSO
Legislative, Executive, and Judicial Officials (For Informational Purposes)

FROM: Judie Wright, Administrator
Division of Human Resources

SUBJECT: Division of Human Resources Temporary and Proposed Rules

Effective August 24th, 2008, I am adopting temporary and proposed rules for the Division of Human Resources. These temporary and proposed rules and a summary of changes are available on the Division of Human Resources website under Rules and Laws at www.dhr.idaho.gov. Deletions to the rules are noted by ~~strike through~~ and additions by underline.

The rules reflect changes in statutes that have occurred during the last two legislative sessions including the previous temporary rules that reflected changes from Senate Bill 1363. All references to "department" throughout the rules have been changed to "agency" in order to provide uniformity. Other changes include updating references to Idaho Code and revising the definition section. Some definitions were deleted because they were redundant; other definitions were deleted because they were incorporated into existing rules.

Two significant changes that you should be aware of are:

- 1. 240.04. Medical, Dental, or Optical Appointments Leave (MDA) was deleted. Employees will need to use sick, compensatory time, vacation, or leave without pay for these appointments. Use of ADT is not allowed.**
- 2. 241.02. Layoff after Six Months Disability was revised and changed from six months to twelve weeks to mirror FMLA.**

The temporary and proposed rules will be published in the Administrative Rules Bulletin on October 1st and the official comment period will be October 1 to October 22, 2008. During the comment period, please address your comments concerning implementation problems, in writing, to idhr@dhr.idaho.gov. The Bulletin will show only those rules that have been revised or added.

If you have questions, please contact Dennis Moberly at dmoberly@dhr.idaho.gov, Patty Hodges at phodges@dhr.idaho.gov or Vicki Tokita at vtokita@dhr.idaho.gov